

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

September 25, 2018

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, September 25, 2018, in the Authority's meeting room.

Present: Joseph Bonner, Chairman; Donald Cameron, Vice Chairman; Gustave Haun, Treasurer; Timothy Hagey, Assistant Treasurer; William Evans, Secretary. Also present were: John Schmidt, Executive Director; Joseph Nolan, P.E., Authority Engineer; Joseph Bagley, Authority Solicitor; and Thomas Hauser, Superintendent. Lawrence Nuesch, Assistant Secretary was absent.

The Chairman called the meeting to order at 5:00 p.m.

PUBLIC COMMENT

No members of the public were present.

REPORTS OF OFFICERS

No reports of officers were presented.

COMMITTEE REPORTS

No Committee reports were presented.

SUPERINTENDENT'S REPORT – Thomas Hauser

Mr. Hauser reported on problems encountered with the SCADA system. A fault in the system was burning out switches. SCADA IT personnel were called in to address the problem. The system was working internally but could not communicate outside the Plant. The manufacturer's personnel solved the problem. It was also determined that the mapping of the fiber optic system may not be as accurate as first thought. That is an additional issue that is being worked on by SCADA personnel.

Precipitation: 5.7 inches

Average Daily Flow: 4.46 MGD

Peak Day Flow: 8.34 MG

Process performance was within all limits.

At the Plant, roof runoff was piped from the bio-solids storage building away from the sludge drying bed in order to reduce inflow and infiltration. An evening electrical power failure occurred, though the power was back on by the time an operator reached the Plant which was the tipping off point to the SCADA issue because no SCADA notification was sent at the time of the failure.

In the collection system, fleet maintenance was performed, routine pump station maintenance was performed, seven (7) final meter readings were read and the broken lateral at 48 East Hillcrest Avenue was repaired (by mutual agreement).

There were questions from the Board about the repair of the broken lateral and a discussion regarding previous reports of an investigation into the broken lateral.

There were questions from the Board about the IT work on the SCADA system and the response clarified that the repair work was separate from the warranty for the SCADA system. There was a discussion regarding errors and wiring and mapping of the system by the electrical contractor.

EXECUTIVE DIRECTOR'S REPORT – John E. Schmidt

Mr. Schmidt reported on a late insurance bill and a check necessary to pay the bill immediately in the amount of \$33,957.00.

MOTION: It was moved by Mr. Hagey and **SECONDED** by Mr. Cameron to pay the Uninvest invoice from June. The Motion was unanimously adopted.

Mr. Schmidt reviewed the Three-month Revenue and Expense Report. He reported that he received the final actual expenses for last year following work by the Auditor. It was reported that the Auditor will likely attend the October 23 Board meeting. Mr. Schmidt reviewed the budget, sludge disposal expense, the insurance (Plant liability) expense, Medicare coverage and regular health insurance coverage.

Mr. Schmidt also reported on work in revising the Employee Manual (non-exempt). It was determined that the revision to the Employee Manual will be distributed to Board members for review.

Mr. Schmidt reported that Mr. Evans' and Mr. Haun's terms are currently scheduled to expire at the end of this year.

Mr. Schmidt reported that the September 11 Board meeting minutes have been distributed. He noted one correction.

ENGINEER'S REPORT – Joseph Nolan, P.E.

Mr. Nolan reported on the wrap-up of the Phase III project. There were minor problems being worked on with regard to the water treatment system. Manuals are needed from the electrical contractor. Mr. Nolan advised that he believed the Project would be finalized at the next project meeting.

Mr. Nolan noted that the landscaping work has begun on the front areas of the Plant. Demo work was performed by Authority personnel but Mr. Schmidt is still working with Bucks Country Garden on new landscaping plantings.

Mr. Nolan reported that there was a pre-construction meeting with the Paving Contractor and afterwards the Contractor walked the site with a representative of CKS. The start date is estimated to be October 15.

Mr. Nolan reported on a request from New Britain Township regarding a project in the vicinity of Curley Mill Road and Newville Road, known as the Assal Tract, about the availability of capacity at Pump Station No. 4 for 12 EDU's. This issue came up previously and since that time the developer has performed soils testing and did not receive good results for on-lot systems. Mr. Nolan remarked that there is a limited amount of capacity in the Pump Station right now. Connection of the Assal Tract Development would require the developer to install a gravity line in Curley Mill Road. Mr. Nolan recommended that any future requests to tie into Pump Station

No. 4 should be accepted only on a case-by-case basis. He also pointed out that the Special Purpose Part Tapping Fee has already been adopted and is in place.

It was asked how long it would take for the New Pump Station No. 4 Project to be completed. Mr. Nolan estimates that once all of the easements are obtained, it would probably take two years to complete a new Pump Station No. 4.

There were various questions and discussions about the precise location of the Assal Tract.

A consensus of the Board was reached that it should be communicated to the Township that 12 EDU's can be accepted at Pump Station No. 4. It was further determined by consensus that future requests for capacity in the Transition Zone as defined in the Act 537 Plan, and into Pump Station #4, will be accepted on a case-by-case basis largely dependent on available capacity.

SOLICITOR'S REPORT – Joseph Bagley, Esquire

Mr. Bagley reported that he will have a matter to discuss with the Board at an October meeting regarding pending litigation.

OTHER BUSINESS

Mr. Hagey raised the issue of gaining familiarity with the Authority's internal (financial) controls based on an inquiry made by the Authority's Auditor. Mr. Hagey suggested that the Board become more familiar with the Authority's internal controls and it was further suggested that such be done at the October 23 meeting which the Auditor is likely to attend.

Mr. Bagley advised that he would not be attendance at the next Board meeting but his law partner, Mr. Freimuth, will attend.

MOTION: It was moved by Mr. Haun and **SECONDED** by Mr. Hagey to adjourn the meeting. The Motion was unanimously adopted.

The meeting was adjourned at approximately 5:40 p.m.

Respectfully submitted,

Joseph Bagley, Solicitor
and Recording Secretary